



## Employment Opportunity U.S Peace Corps in Moldova

### ADMINISTRATIVE ASSISTANT/DRIVER

**ADMINISTRATIVE ASSISTANT/DRIVER** on a full-time basis for the period April – August, 2013 to assist with a 10-week training of U.S. Peace Corps Volunteers/Trainees.

#### Major Duties and Responsibilities

Under the supervision of the Training Manager:

- Assists with training logistical organization and executes necessary pre-payments as appropriate.
  - Makes financial payments and processes advances and prepares the expenses records and reports as directed.
  - Prepares contracts for training sites and trainee host families;
  - Operates the vehicle keeping accurate mileage logs recording and develops schedule for vehicle utilization.
  - Picks up and delivers letters, packages, messages, supplies, etc. when required.
  - Maintains proper working schedules for guards and cleaners.
  - Develops and maintains appropriate filing system for administrative documents and forms.
  - Serves as interpreter as needed with all levels of Government, financial and local business officials.
  - In accordance with the Agency's regulations provides safety and security support to U.S. Trainees, Volunteers and staff.
- Events may require occasional work in the evenings and on weekends and holidays.

#### Desired Qualifications / Skills:

- University degree required (University students will also be considered);
- Fluency in English, Romanian and Russian;
- Administrative Experience working with budgets, processing of administrative-financial documents;
- Good knowledge of Microsoft Word and Excel;
- Driver's license and experience with SUV vehicles are desired.
- Good interpersonal skills and flexibility while working within a cross-cultural environment and ability to work as a member of a team;
- Exposure to or experience with foreigners preferred.

### LANGUAGE AND TECHNICAL INSTRUCTOR

**LANGUAGE AND TECHNICAL INSTRUCTOR (LTI)** on a full-time basis for the period April – August, 2013 to assist with a 10-week training of U.S. Peace Corps Volunteers/Trainees.

Major duties include providing language training and community integration instruction and support the technical instruction process for a group of U.S. Peace Corps Volunteers/Trainees.

#### Major Responsibilities:

- Plans and facilitates language, cross-cultural and community integration training.
  - Selects Moldovan host families for U.S. Trainees.
  - Assists Trainees in cross cultural adaptation and community integration;
  - Assists Trainees with developing technical language and appropriate behavior skill necessary for working as a professional in schools, medical clinics, mayors' offices, and NGOs.
  - In accordance with the Agency's regulations provides safety and security support to U.S. Trainees and staff.
- LTIs are required to live in the villages close to Chisinau for the period of training.

#### Desired Qualifications / Skills:

- Language teaching or training experience is a must;
  - Excellent language proficiency in Romanian and Russian;
  - Very good knowledge of English;
  - General knowledge of Moldovan culture, communities, and professional norms is essential;
  - Good interpersonal skills and cross-cultural understanding;
  - Flexibility while working within a cross-cultural environment and ability to work as a member of a team;
- Exposure to or experience with foreigners preferred.  
(University graduates and/or 3<sup>rd</sup> year students will also be accepted.)

**Interested candidates have to submit the resume and the letter of interest by email, in MS Word format to [applications@md.peacecorps.gov](mailto:applications@md.peacecorps.gov) or to bring them to the office:**

**12 Grigore Ureche Street, Chisinau Tel: 54-50-21**

**Deadline for applications is March 12<sup>th</sup>, 2013**

**No phone calls, please. Only qualified candidates will be contacted for interviews.**